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OPEN CALL FOR TENDERS

Tender Specifications

“Public affairs and audio-visual scenario material for ENISA's cyber exercises”

ENISA D-COD-16-T05

LOT 1 – Exercise scenario audio-visual material development

LOT 2 – Media and public affairs scenarios support before and during the exercise execution

Part 1 **Introduction to ENISA**

Part 2 **Terms of Reference**

Part 3 **Tender Specifications**

Annex I	Legal Entity Form
Annex II	Financial Identification Form
Annex III	Declaration of Honour for exclusion criteria & absence of conflict of interest
Annex IV	Financial Offer form
Annex V	Draft Service contract
Annex VI	Administrative Identification and Declaration form
Annex VII	Consortium or Grouping Form
Annex VIII	Subcontractors Form
Annex IX	Document Checklist

CONTENTS

PART 1 INTRODUCTION TO ENISA	4
1. BACKGROUND ON ENISA	4
1.1 Introduction.....	4
1.2 Scope.....	4
1.3 Objectives.....	4
2. ADDITIONAL INFORMATION	4
PART 2 TERMS of REFERENCE	5
A. SCOPE OF THIS TENDER	5
1. LOT 1: EXERCISE SCENARIO AUDIO-VISUAL MATERIAL DEVELOPMENT	6
1.1 GENERAL DESCRIPTION OF THE REQUIRED SERVICES.....	6
1.2 WORK PACKAGES.....	6
1.3 QUALITY CRITERIA.....	8
1.4 EXPECTED SKILLS.....	9
1.5 DURATION AND DEADLINES.....	9
1.6 LIST OF PRODUCTS.....	9
1.7 PLACE OF EXECUTION OF THE ACTIVITIES AND COMMUNICATIONS.....	10
1.8 TENDER RESULT AND ESTIMATED CONTRACT VALUE.....	10
1.9 CONTENT AND PRESENTATION OF THE TECHNICAL OFFER.....	10
2. LOT 2 – MEDIA and PUBLIC AFFAIRS SCENARIOS SUPPORT BEFORE and DURING the EXERCISE EXECUTION	12
2.1 GENERAL DESCRIPTION OF THE REQUIRED SERVICES.....	12
2.2 WORK PACKAGES.....	12
2.3 QUALITY CRITERIA.....	15
2.4 EXPECTED SKILLS.....	16
2.5 DURATION AND DEADLINES.....	16
2.6 LIST OF PRODUCTS.....	17
2.7 PLACE OF EXECUTION OF THE ACTIVITIES AND COMMUNICATIONS.....	17
2.8 TENDER RESULT AND ESTIMATED CONTRACT VALUE.....	17
2.9 CONTENT AND PRESENTATION OF THE TECHNICAL OFFER.....	18
3. CONTENT AND PRESENTATION OF THE PRICE OFFER	19
4. PRICE	19
5. PRICE REVISION	19
6. COSTS INVOLVED IN PREPARING AND SUBMITTING A TENDER	19
7. PERIOD OF VALIDITY OF THE TENDER	19
8. PROTOCOL ON PRIVILEGES AND IMMUNITIES OF THE EUROPEAN COMMUNITIES ..	19
9. PAYMENT ARRANGEMENTS	19
10. CONTRACTUAL DETAILS	19
PART 3 TENDER SPECIFICATION	20
1. FORMAL REQUIREMENTS	20
1.1 Address and deadline for submission of the Tender:.....	20
1.2 Presentation of the Offer and Packaging.....	21
1.3 Identification of the Tenderer.....	21
1.4 Participation of consortia.....	23
1.5 Subcontracting.....	23
1.6 Signatures of the Tender.....	24
1.7 Total fixed price.....	24
1.8 Language.....	24
1.9 Opening of the Tenders.....	24
2. GROUNDS FOR EXCLUSION OF TENDERERS	24
2.1 Reasons for Exclusion.....	24
2.2 Other reasons for not awarding the Contract.....	25
2.3 Confidentiality and Public Access to Documents.....	25
3. SELECTION CRITERIA	26

3.1 Professional Information	26
3.2 Financial and Economic Capacity	26
3.3 Technical and professional capacity.....	27
4. AWARD CRITERIA	27
4.1 Quality of the Offer.....	27
4.2 Price of the Offer.....	28
5. AWARD OF THE CONTRACT	28
6. PAYMENT AND STANDARD CONTRACT	29
7. VALIDITY.....	29
8. LOTS	29
9. ADDITIONAL PROVISIONS	29
10. NO OBLIGATION TO AWARD THE CONTRACT	29
11. DRAFT CONTRACT	29
12. SPECIFIC INFORMATION.....	30
12.1 Timetable	30
ANNEX I.....	31
ANNEX II.....	32
ANNEX III.....	33
ANNEX IV	35
ANNEX V	36
ANNEX VI	37
ANNEX VII	38
ANNEX VIII	39
ANNEX IX Document CHECKLIST	40

PART 1 INTRODUCTION TO ENISA

1. BACKGROUND ON ENISA

1.1 Introduction

Electronic communications, infrastructure and services are essential factors, both directly and indirectly, in economic and societal development. They play a vital role for society and have in themselves become ubiquitous utilities in the same way as electricity or water supplies, and also constitute vital factors in the delivery of electricity, water and other critical services. Communications networks function as social and innovation catalysts, multiplying the impact of technology and shaping consumer behaviours, business models, industries, as well as citizenship and political participation. Their disruption has the potential to cause considerable physical, social and economic damage, underlining the importance of measures to increase protection and resilience aimed at ensuring continuity of critical services. The security of electronic communications, infrastructure and services, in particular their integrity, availability and confidentiality, faces continuously expanding challenges which relate, inter alia, to the individual components of the communications infrastructure and the software controlling those components, the infrastructure overall and the services provided through that infrastructure. This is of increasing concern to society not least because of the possibility of problems due to system complexity, malfunctions, systemic failures, accidents, mistakes and attacks that may have consequences for the electronic and physical infrastructure which delivers services critical to the well-being of European citizens.

1.2 Scope

The European Union Agency for Network and Information Security (ENISA, hereinafter ‘the Agency’) was established in order to undertake the tasks assigned to it for the purpose of contributing to a high level of network and information security within the Union and in order to raise awareness of network and information security and to develop and promote a culture, of network and information security in society for the benefit of citizens, consumers, enterprises and public sector organisations in the Union, thus contributing to the establishment and proper functioning of the internal market.¹

1.3 Objectives

The Agency’s objectives are as follows:

- The Agency shall develop and maintain a high level of expertise.
- The Agency shall assist the Union institutions, bodies, offices and agencies in developing policies in network and information security.
- The Agency shall assist the Union institutions, bodies, offices and agencies and the Member States in implementing the policies necessary to meet the legal and regulatory requirements of network and information security under existing and future legal acts of the Union, thus contributing to the proper functioning of the internal market.
- The Agency shall assist the Union and the Member States in enhancing and strengthening their capability and preparedness to prevent, detect and respond to network and information security problems and incidents.
- The Agency shall use its expertise to stimulate broad cooperation between actors from the public and private sectors.

2. ADDITIONAL INFORMATION

Further information about ENISA can be obtained on its website: www.enisa.europa.eu.

¹ Regulation (EU) No 526/2013 of the European Parliament and of the Council of 21 May 2013 concerning the European Union Agency for Network and Information Security (ENISA) and repealing Regulation (EC) No 460/2004.
D-COD-16-T05 Public affairs and audio-visual scenario material for ENISA's cyber exercises

PART 2 TERMS of REFERENCE

A. SCOPE OF THIS TENDER

Within the framework of this Open tender procedure, ENISA would like to find suitably qualified contractors to provide the services as stipulated in the Terms of Reference outlined below.

This tender has been split into 2 standalone projects defined as LOTS.

A tenderer may bid for **one or both LOTS**. The two projects are outlined below:

LOT No	Subject of the tender	Maximum budget
LOT 1	Exercise scenario audio-visual material development	€ 60,000.00
LOT 2	Media and public affairs scenario support before and during the exercise execution	€ 40,000.00

PLEASE NOTE: This tender procedure is limited to tenderers which are legally incorporated in a member state of the European Union/EEA, or which have an incorporated subsidiary in one of the EU/EEA member states. (The Agreement on Government Procurement (GPA) does not apply to EU Regulatory Agencies.)

Time limit for dispatch of tenders Please note that this deadline is for the dispatch of offers (proven by courier receipt or postal stamp) and NOT for the reception of offers at ENISA.	Thursday 28th January 2016 (close of business)
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Please Note:

If bidding for more than one LOT, the tenderer is required to provide completely separate technical bids for each LOT.

If a tenderer decides to bid for more than one LOT, then the *administrative documentation* required to be provided (as outlined in PART 3 - Section 3: SELECTION CRITERIA and Annexes) only needs to be provided once.

1. LOT 1: EXERCISE SCENARIO AUDIO-VISUAL MATERIAL DEVELOPMENT

1.1 GENERAL DESCRIPTION OF THE REQUIRED SERVICES

1.1.1 Background

ENISA is dedicated to enhance the level of cybersecurity preparedness of EU and EFTA² Member States and EU Institutions. In this context ENISA organises pan-European cybersecurity exercises, such as the Cyber Europe series (Cyber Europe 2010, -12, -14 and now 2016).

Cyber Europe 2016 is expected to gather over one thousand participants across Europe, coming from public and private entities working in the field of cybersecurity. The exercise follows multiple objectives, including training the capabilities of the players and fostering cooperation amongst them.

This exercise is a combination of **technical cyber security**, **business continuity** and **crisis management** based on a scenario which is realistic, serious and relevant considering the cybersecurity threats faced by EU/EFTA Member States. The pre-exercise phase will happen throughout Q3 and Q4 2016 and the exercise itself will be conducted in Q4 2016.

In order to feed gradually the technical scenario elements to the players, exercises such as Cyber Europe 2016 rely on “injects”, developed by ENISA, which are generally emails, webpages, videos, phone calls shared via emails, web portals, etc.

1.1.2 Goal of the project

The goal of this project is to develop exercise scenario visual material which will support the storytelling of Cyber Europe 2016 across the exercise. The work will be delivered using the following structure:

1. Work Package 1 (WP1): Simulated TV News programme
2. Work Package 2 (WP2): Visual material development supporting the exercise scenario
3. Work Package 3 (WP3): After-action promotional visual material
4. Work Package 4 (WP4): Project management

1.2 WORK PACKAGES

1.2.1 WP1 – Simulated TV News programme

In order to inform exercise participants about the scenario and its evolution, the Contractor will be required to develop a simulated TV News programme which will be split in several parts and broadcasted to the participants at key moments during the exercise. The programme is likely to be split into 3 news programmes (about 4 minutes each) and 8 flash news (at least 1 minute each).

This complete audio-visual package will last a minimum of 20 minutes. It should simulate a TV News presenter talking about a series of events (for example made out of stock footage and voice-over).

² European Free Trade Association. The member states are Switzerland, Iceland, Norway and Liechtenstein.
D-COD-16-T05 Public affairs and audio-visual scenario material for ENISA's cyber exercises Page 6 of 40

ENISA will provide the draft video script and narrative for the voice-over. The script and narrative will be further enhanced and improved by the Contractor under ENISA's approval.

A field reporter should also be acting in the video to simulate live discussion with the TV News presenter, for instance in front of the building of one of the entities highlighted in the scenario of the exercise. In this regard, the Contractor should foresee a minimum of 3 shooting locations (one being the TV News studio, two being possible locations for the field reporter), as well as a minimum of 2 actors.

This work package should include the following products:

- WP1-P1: 3 videos simulating a TV news programme of about 4 minutes each
- WP1-P2: 8 videos, simulating flash news within a TV news programme, of about 1 minute each

1.2.2 WP 2 – Visual material development supporting the exercise scenario

In order to inform participants about the scenario and its evolution, the contractor will be required to develop up to 2 exercise scenario videos depicting actual events from the scenario (i.e. not a news item covering the story – the actual story itself).

These material shall build upon the trailer video for Cyber Europe 2016 (available upon request, public release expected in January 2016).

The first product should last a minimum of 3 minutes, include possible Point-Of-View camera footage, with a minimum of 2 actors and a minimum of two locations. The actors need to be either English native-speakers or approved by ENISA.

The second product should consist of a minimum of 5 minutes, including possible drone footage, and a minimum of 5 actors in minimum one location. Similarly to the first product, the actors need to be either English native-speakers or approved by ENISA.

This work package should include the following products:

- WP2-P1: 1 video of minimum 3 minutes supporting the exercise scenario
- WP2-P2: 1 video of minimum 5 minutes supporting the exercise scenario

1.2.3 WP 3 – After-action promotional video

In order to inform the general public about the exercise once it is complete, the Contractor will be expected to shoot a documentary about the exercise, mixing footage from the previous videos, exercise material and actual footage from the days of the exercise (shooting location Athens, one day maximum, October 2016). This video will require on-site presence from key personnel involved in WP2 for a live piece, notably the English native-speaker. The video should last about 3 minutes. An example of such video, produced for the purposes of Cyber Europe 2014, can be found here:

<https://www.youtube.com/watch?v=0AsizcOYAu0>

This work package will have the following product:

- WP3-P1: after action video of minimum 3 minutes

1.2.5 WP 4 - Project management

The main objective of this task is to define and implement appropriate management mechanisms, sound planning and resource allocation according to proven expertise and prior knowledge of the subject. As part of this task the prospective Contractor should also provide justification for subcontracting, interact with ENISA staff and external experts, and provide regular management reporting. This will ensure the punctual delivery of good quality results of this pilot on budget.

The prospective Contractor is expected to submit to the Agency **project management information package**. The project management information package must include: a) Gantt chart(s) representing tasks, milestones, project product delivery dates, b) a list of possible risks and mitigation measures, c) the project quality assurance process, d) the composition of the Contractor's project team with their exact role in the project, e) list of similar or relevant projects and f) justification and details (if applicable) for subcontracting tasks.

After a contract is awarded the detailed version of the project management information will be further negotiated with ENISA and confirmed as final during the project the kick off meeting.

The Contractor is also expected to deliver the following documents regularly:

- Weekly checkpoint (progress) reports on the progress achieved the previous week, the actions and objectives for the coming week, possible risks affecting the project, and risk mitigation measures
- Early warning issue reports, at any time, if emerging risks threaten the project and when the Agency needs to either be informed or take a decision
- Organise weekly teleconferences (via Lync or Skype) with ENISA on progress of the project and provide the minutes of these meetings (the frequency of the teleconferences may be altered in case ENISA is reassured of the project progress)
- Intermediates and final reports on peer-review progress and quality assurance

In addition and on demand, the Contractor should be able to provide ENISA with a draft or snapshot of the results produced so far for the deliverables.

This work package will have the following product:

- WP4-P1: project management package, including meeting agendas and minutes, weekly checkpoint reports, issue reports etc.

1.3 QUALITY CRITERIA

Quality criteria for LOT1 are:

LOT1-Q.1. The tender **must** include example material demonstrating their ability to produce the audio-visual material requested in LOT 1.

LOT1-Q.2. The tender **must** include a list of equipment and software which will be used by the Contractor to meet the requirements presented in LOT1.

LOT1-Q.3. The tender **must** include evidence of access to English native-speakers actors.

LOT1-Q.4. The tender **must** include all the project management information: a) Gantt chart(s) representing tasks, milestones, project product delivery dates, b) a list of possible risks and mitigation measures, c) the project quality assurance process, d) the composition of the Contractor's project team with their exact role in the project, e) list of similar or relevant projects and f) justification and details (if applicable) for subcontracting tasks

1.4 EXPECTED SKILLS

The performance of the above mentioned activities requires professionals that have good professional multi-disciplinary knowledge on all or a sub-set of the following fields:

- Knowledge and experience in video production.
- Knowledge and experience with special effects.
- Excellent acting skills.
- Knowledge and experience in storytelling.
- Excellent communication and presentation skills.
- Excellent project management skills including quality assurance.
- Proficient in both written and spoken English.

1.5 DURATION AND DEADLINES

The duration of this work is foreseen from **mid-March 2016 until November 2016**.

- Kick of meeting – no later than 11th of March 2016.
- Delivery of WP1– no later than 15th of June 2016.
- Delivery of WP2– no later than 15th of June 2016.
- Delivery of WP3– no later than 30th of November 2016.
- Delivery of WP4– no later than 30th of November 2016.

The Contractor is required to make a proposal in their tender for the time schedule of the activities in order to carry out the project (e.g. including a Gantt chart). In its offer the Contractor should indicate the estimated amount of person days required to accomplish all tasks associated with this procurement.

1.6 LIST OF PRODUCTS

English is the language to be used for all the documents produced. The Contractor is expected to deliver the following products:

- WP1-P1: 3 videos simulating a TV news programme of about 4 minutes each

- WP1-P2: 8 videos, simulating flash news within a TV news programme, of about 1 minute each
- WP2-P1: 1 video of minimum 3 minutes supporting the exercise scenario
- WP2-P2: 1 video of minimum 5 minutes supporting the exercise scenario
- WP3-P1: after action video of minimum 3 minutes
- WP4-P1: project management package, including meeting agendas and minutes, weekly checkpoint reports, issue reports etc.

1.7 PLACE OF EXECUTION OF THE ACTIVITIES AND COMMUNICATIONS

WP1 and WP2 can take place wherever the Contractor wishes. WP3 will require filming in Athens during the conduct of the exercise.

The Contractor and ENISA shall meet physically for the kick-off meeting. Subsequent meetings will be organised via network based collaborative tools (i.e. videoconferencing).

ENISA expects that the Contractor will perform, in the context of this study, the following business trips:

- Kick-off meeting: at ENISA's premises in Athens or at a place jointly decided by ENISA and the Contractor;
- WP3 will require an additional one day of filming in Athens during the conduct of the exercise.

It should be mentioned that the costs of business trips should be included in the total offer. ENISA will not additionally reimburse the Contractor for this purpose.

1.8 TENDER RESULT AND ESTIMATED CONTRACT VALUE

The result of the evaluation of tenders will be the awarding of a Service Contract. The total estimated budget cannot exceed **60,000.00 Euros (sixty thousand Euros)**³ covering all tasks executed and including all costs (e.g. travelling expenses of the Contractor).

1.9 CONTENT AND PRESENTATION OF THE TECHNICAL OFFER

The Tenderer shall enclose with the **Technical Offer** all documents and information that will enable its offer to be assessed in terms of quality and of compliance with the Specifications. An Offer shall include a description of the operational means and procedures to be implemented to perform the Contract, supported where appropriate by related documents.

An Offer shall cover the following aspects:

- Skills and experience of the expected Contactor

³ Please note that following implementation of the contract with the successful contractor and depending on the further needs of the contracting authority specifically in the field of endeavour the subject of this contract, the maximum amount contracted may be increased by up to 50% - subject to budget availability.

- The Tenderer will have to present its compliance with the expected skills as described in the relevant section.
- The Tenderer will have to present its understanding of the topic.
- Examples of previous related works, a list of all related projects and activities that the Contractor has undertaken in the past.
- Description of the deliverables
 - The proposed initial structure and initial titles and contents of the deliverables listed in the section “List of deliverables”.
 - The approach and methodology used to perform the tasks and ensure the quality of the deliverables.
- The prospective Contractor is expected to provide insights in the methodology (approach) chosen in order to reach the goals of the project described above in article “Objectives and tasks”. In particular:
- Management of provision of services
 - Project Management: a close description of the project management method used including quality assurance is required. Breakdown of tasks; milestones definition; assignment of experts to tasks and person days to tasks should be presented in a Gantt chart, included in the offer
 - At the kick off meeting, the project plans will be confirmed as final
 - The prospective contractor must also identify possible risks to the project and propose mitigation measures
- In addition the Tenderer is expected to highlight / explain
 - Availability and ability of the Tenderer to respond: prompt availability of resources is required within the specified delivery timeframes. Additionally, any ancillary or support resources, such as a network of associates to support the scope of this Call for Tenders must be clearly stated
- Short CV’s of the personnel that will be allocated to the project focussing on their experience and expertise in the areas covered by the study.
- If applicable, the Tenderer should also provide justification for subcontracting.

2. LOT 2 – MEDIA and PUBLIC AFFAIRS SCENARIOS SUPPORT BEFORE and DURING the EXERCISE EXECUTION

2.1 GENERAL DESCRIPTION OF THE REQUIRED SERVICES

2.1.1 Background

ENISA is dedicated to enhancing the level of cybersecurity preparedness of EU and EFTA⁴ Member States and EU Institutions. In this context ENISA organises pan-European cybersecurity exercises, such as the Cyber Europe series (Cyber Europe 2010, -12, -14 and now 2016).

Cyber Europe 2016 is expected to gather over one thousand participants across Europe, coming from public and private entities working in the field of cybersecurity. The exercise follows multiple objectives, including training the capabilities of the players and fostering cooperation amongst them.

This exercise is a combination of **technical cyber security**, **business continuity** and **crisis management** based on a scenario which is realistic, serious and relevant considering the cybersecurity threats faced by EU/EFTA Member States. The pre-exercise phase will happen throughout Q3 and Q4 2016 and the exercise itself will be conducted in Q4 2016.

In order to feed gradually the technical scenario elements to the players, exercises such as Cyber Europe 2016 rely on “injects”, developed by ENISA, which are generally emails, webpages, videos, phone calls shared via emails, web portals, etc. Exercise realism is increased with the use of fake websites and news flashes that mimic reality. ENISA has developed a number of simulated national and international news websites, industry and government websites, as well as simulated social media.

Given the importance of public affairs and notably media and social media during crisis management activities, participants to the Cyber Europe are increasingly keen to train their public affairs capabilities. For this reason, ENISA requires **expertise on crisis communications management and public affairs** in order to prepare specific scenarios and injects simulating media pressure during both phases of the exercise.

2.1.2 Goal

The goal of this project is to support ENISA in developing specific scenarios and injects simulating media pressure during the different phases of the exercise.

2.2 WORK PACKAGES

2.2.1 WP 1 – media pressure strategy

The Contractor will be required to develop a strategy, based on the main exercise scenario and inputs from ENISA, outlining, for both phases of the exercises:

- High-level scenarios describing realistic reactions from the press to the crisis within the exercise scenario, so as to drive the production of injects related to media pressure.

⁴ European Free Trade Association. The member states are Switzerland, Iceland, Norway and Liechtenstein.
D-COD-16-T05 Public affairs and audio-visual scenario material for ENISA's cyber exercises Page 12 of 40

- A list of the ways in which exercise simulated media environments (websites, social media, etc.) will be used to pass information to the exercise participants. These should include: emails from journalists, articles in news websites, information in other websites (e.g. industry, government), information in social media, phone calls, etc.

This work package will result in the following product:

- WP1-P1: media pressure strategy

2.2.2 WP 2 – Pre-drafted detailed media pressure scenarios and material

Based on the media pressure strategy developed in WP1, the Contractor will prepare injects, including articles, emails, social media posts, scripts etc.

During the pre-exercise phase, it is expected that the Contractor will write articles to populate several websites, part of the exercise world, with short stories (up to 500 words, 1 picture, and a minimum of 5 stories per month, phased delivery). The Contractor will also be required to post in simulated social media accounts, simulating comments and related news from random people, with a minimum of 10 posts per story.

During the exercise itself, the Contractor will be required to populate several websites, part of the exercise world, with simulated short stories (up to 500 words, 1 picture, about 10 stories, per day). The Contractor will also be required to post in simulated social media accounts, simulating comments and related news from random people, with a minimum of 10 posts per story. All stories and posts to be released during the exercise itself, will have been written in advance by the Contractor so as not to spend time on it during the second phase of the exercise.

During the exercise itself, the players will need to receive pre-drafted written requests (email or fax), which are called injects, simulating the pressure coming from various journalists. These injects should be relatively short and ask the players for more information about particular incidents or events related to the scenario. These injects will be the same for most if not all players. Each player should receive up to 10 media injects per day. All media injects will have been written in advance by the Contractor so as not to spend time on it during the second phase of the exercise.

This task will result in two products:

- WP2-P1: Pre-drafted media scenario material package to be used before the exercise
- WP2-P2: Pre-drafted media scenario material package during the exercise

2.2.3 WP 3 – Media response monitoring and dynamic media pressure during the exercise

The Contractor should allocate, for the duration of the execution of the exercise (up to 3 days), at least 3 public affairs and media experts (e.g. experienced journalists, crisis communications experts), to be physically present at the exercise control centre in Athens, Greece.

During the exercise the media and crisis communications experts will follow up the activities and reactions of participants to the pre-drafted media injects (as per WP2).

In order to increase the pressure, the experts will be expected to act dynamically, impersonating journalists who will be tasked to put additional pressure on the participants by sending emails, making phone calls, sending faxes, writing dynamic contents (articles or social media posts) based on the participants replies and publishing on the exercise simulated websites, social media, etc.

These experts should monitor closely during the exercise, to the extent possible, the reactions of the participants to the pre-drafted and dynamic media injects. At the end of the exercise, they should provide an oral and written debriefing to ENISA on the overall public affairs response from participants.

This task will result in the following product:

- WP3-P1: Report on media pressure responses

2.2.4 WP 4 – Support to script development for scenario audio-visual material

The exercise scenario will be supported by a number of audio-visual material that will be produced by ENISA as part of another project (see LOT1 of this tender). In this project ENISA will be preparing several videos, including a TV News programmes that will be used to pass information to the players.

The Contractor that will be awarded LOT2 is expected to develop, with ENISA's support, the scripts detailing the news stories to be covered in the TV News programme.

This task will result in the following product:

- WP4-P1: TV News video scripts

2.2.5 WP 5 – Ad-hoc redacted and graphic material

During the pre-exercise phase and the exercise itself, the Contractor will be required to gather or develop up to 40 different simple redacted or visual materials, supporting the story-telling and the scenario. Examples of such materials could be fake logos, fake banners simulating a website defacement, fake documents supposed to be leaked, fake press releases from specific entities, fake graphs, etc. These will be developed if necessary, depending on ENISA needs for the scenario.

This task will result in the following product:

- WP5-P1: Ad-hoc redacted and graphic material

2.2.6 WP 6 – Project management

The main objective of this task is to define and implement appropriate management mechanisms, sound planning and resource allocation according to proven expertise and prior knowledge of the subject. As part of this task the prospective Contractor should also provide justification for subcontracting, interact with ENISA staff and external experts, and provide regular management reporting. This will ensure the punctual delivery of good quality results of this pilot on budget.

The prospective Contractor is expected to submit to the Agency **project management information package**. The project management information package must include: a) Gantt chart(s) representing tasks, milestones, project product delivery dates, b) a list of possible risks and mitigation measures, c) the project quality assurance process, d) the composition of the Contractor's project team with their exact role in the project, e) list of similar or relevant projects and f) justification and details (if applicable) for subcontracting tasks.

After a contract is awarded the detailed version of the project management information will be further negotiated with ENISA and confirmed as final during the project the kick off meeting.

The Contractor is also expected to deliver the following documents regularly:

- Weekly checkpoint (progress) reports on the progress achieved the previous week, the actions and objectives for the coming week, possible risks affecting the project, and risk mitigation measures
- Early warning issue reports, at any time, if emerging risks threaten the project and when the Agency needs to either be informed or take a decision
- Organise weekly teleconferences (via Lync or Skype) with ENISA on progress of the project and provide the minutes of these meetings (the frequency of the teleconferences may be altered in case ENISA is reassured of the project progress)
- Intermediates and final reports on peer-review progress and quality assurance

In addition and on demand, the Contractor should be able to provide ENISA with a draft or snapshot of the results produced so far for the project products.

This work package will have the following product:

- WP6-P1: Project management package, including meeting agendas and minutes, weekly checkpoint reports, issue reports etc.

2.3 QUALITY CRITERIA

Quality criteria for Lot 2 are:

LOT2-Q.1. The tender **must** include evidence of redacted/the ability to redact material written in British English.

LOT2-Q.2. The tender **must** include evidence of relevant experience in media, public affairs, crisis communications and journalism.

LOT2-Q.3. The tender **shall** include evidence of exposure to topics related to security and defence, technology, crisis management and/or cybersecurity.

LOT2-Q.4. The tender **shall** include evidence of experience in managing media pressure.

LOT2-Q.5. The tender **shall** include evidence of experience in working with social media.

LOT2-Q.6. The tender **shall** include evidence of storytelling and/or game design experience.

LOT2-Q.7. The tender **must** include all the project management information: a) Gantt chart(s) representing tasks, milestones, project product delivery dates, b) a list of possible risks and mitigation measures, c) the project quality assurance process, d) the composition of the Contractor's project team with their exact role in the project, e) list of similar or relevant projects and f) justification and details (if applicable) for subcontracting tasks

2.4 EXPECTED SKILLS

The performance of the above mentioned activities requires professionals that have good professional multi-disciplinary knowledge on all or a sub-set of the following fields:

- Knowledge and experience in public affairs, crisis communications management
- Knowledge and experience in storytelling, blogging, writing news articles, news scripts etc.
- Familiarity with exercises.
- Familiarity with past cybersecurity incidents.
- Familiarity with game design.
- Familiarity with graphic design.
- Excellent communication and presentation skills
- Excellent project management skills including quality assurance.
- Proficient in both written and spoken English.

2.5 DURATION AND DEADLINES

The duration of this work is foreseen from **mid-March until November 2016**.

- Kick of meeting – no later than 11 March 2016.
- WP1 should be ready by 31st of March 2016.
- WP2-P1 should follow a phased delivery plan compatible with the first phase of the exercise, i.e. with the relevant material being delivered throughout Q2 and Q3 2016.
- WP2-P2 should be ready by 31st of May 2016 (draft version 2nd of May 2016).
- WP3-P1 should be ready by 21st of October 2016.
- WP4-P1 should be ready by 31st of April 2016.
- WP5-P1 should follow a phased delivery plan throughout Q2 and Q3 2016.
- WP6-P1 should follow a phased delivery plan throughout Q2, Q3 and Q4 2016.
- The contract ends on 31st of October 2016.

The Tenderer is required to make a proposal in their tender for the time schedule of the activities in order to carry out the project (e.g. including a Gantt chart). In its offer the Tenderer should indicate the estimated amount of person days required to accomplish all tasks associated with this procurement.

2.6 LIST OF PRODUCTS

The Contractor is expected to deliver the following products to ENISA:

- WP1-P1: media pressure strategy
- WP2-P1: pre-drafted media scenario material package to be used before the exercise
- WP2-P2: pre-drafted media scenario material package during the exercise
- WP3-P1: report on media pressure responses
- WP4-P1: TV News video scripts
- WP5-P1: ad-hoc redacted and graphic material
- WP6-P1: project management package, including meeting agendas and minutes, weekly checkpoint reports, issue reports etc.

We expect, given the planning, that the Contractor will need to work on all products in parallel.

English is the language to be used for all the reports, articles, documents and material produced.

ENISA will reserve the right to edit all material produced and publish them as needed as well as use them for workshops, meetings, conferences, et cetera.

2.7 PLACE OF EXECUTION OF THE ACTIVITIES AND COMMUNICATIONS

The execution of the WP1, 2, 4, 5 and 6 will take place at the Contractor's premises. The execution of WP3 will require a presence in Athens, Greece.

The Contractor and ENISA shall meet physically for the kick-off meeting. Subsequent meetings will be organised via network based collaborative tools (i.e. videoconferencing).

ENISA expects that the Contractor will perform, in the context of this study, the following business trips:

- Kick-off meeting: at ENISA's premises in Athens or in a place jointly decided by ENISA and the Contractor;
- WP3 will require presence of 3 experts in Athens for a maximum of two days.

It should be mentioned that the costs of business trips should be included in the total offer. ENISA will not additionally reimburse the Contractor for this purpose.

2.8 TENDER RESULT AND ESTIMATED CONTRACT VALUE

The result of the evaluation of tenders will be the awarding of a Service Contract. The total estimated budget cannot exceed **40,000.00 Euros (forty thousand Euros)**⁵ covering all tasks executed and including all costs (e.g. travelling expenses of the Contractor).

⁵ Please note that following implementation of the contract with the successful contractor and depending on the further needs of the contracting authority specifically in the field of endeavour the subject of this contract, the maximum amount contracted may be increased by up to 50% - subject to budget availability.

2.9 CONTENT AND PRESENTATION OF THE TECHNICAL OFFER

The Tenderer shall enclose with the **Technical Offer** all documents and information that will enable its offer to be assessed in terms of quality and of compliance with the Specifications. An Offer shall include a description of the operational means and procedures to be implemented to perform the Contract, supported where appropriate by related documents.

An Offer shall cover the following aspects:

- Skills and experience of the expected contactor
 - The Tenderer will have to present its compliance with the expected skills as described in the relevant section.
 - The Tenderer will have to present its understanding of the topic.
 - Examples of previous related works, a list of all related projects and activities that the Contractor has undertaken in the past.
- Description of the deliverables
 - The proposed initial structure and initial titles and contents of the deliverables listed in the section “List of deliverables”.
 - The approach and methodology used to perform the tasks and ensure the quality of the deliverables.
- The prospective Contractor is expected to provide insights in the methodology (approach) chosen in order to reach the goals of the project described above in article “Objectives and tasks”. In particular:
- Management of provision of services
 - Project Management: a close description of the project management method used including quality assurance is required. Breakdown of tasks; milestones definition; assignment of experts to tasks and person days to tasks should be presented in a Gantt chart, included in the offer
 - At the kick off meeting, the project plans will be confirmed as final
 - The prospective contactor must also identify possible risks to the project and propose mitigation measures
- In addition the Tenderer is expected to highlight / explain
 - Availability and ability of the Tenderer to respond: prompt availability of resources is required within the specified delivery timeframes. Additionally, any ancillary or support resources, such as a network of associates to support the scope of this Call for Tenders must be clearly stated
- Short CV’s of the personnel that will be allocated in the project focussing on their experience and expertise on the areas covered by the study.
- If applicable, the Contractor should also provide justification for subcontracting.

- **The following specifications are common to BOTH LOTS:**

3. CONTENT AND PRESENTATION OF THE PRICE OFFER

The Price offer(s) must be drawn up using the Financial Offer template provided (see Annex IV).

4. PRICE

Prices submitted in response to this Tender must be inclusive of all costs involved in the performance of the contract. Prices shall be submitted only in Euro and VAT excluded.

5. PRICE REVISION

Prices submitted in response to this Tender shall be fixed and not subject to revision.

6. COSTS INVOLVED IN PREPARING AND SUBMITTING A TENDER

ENISA will not reimburse any costs incurred in the preparation and submission of a Tender. Any such costs must be paid by the Tenderer.

7. PERIOD OF VALIDITY OF THE TENDER

Tenderers must enclose a confirmation that the prices given are valid for (90) ninety days from the date of submission of the tender.

8. PROTOCOL ON PRIVILEGES AND IMMUNITIES OF THE EUROPEAN COMMUNITIES

ENISA is exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities. Tenderers must therefore give prices which are exclusive of any taxes and duties and must indicate the amount of VAT separately.

9. PAYMENT ARRANGEMENTS

Payments under the Contract shall be carried out subject to prior approval of the Services by ENISA within 30 days after an invoice is submitted to ENISA. One single payment will be made after receipt and approval of the deliverables by ENISA. An invoice must specify the specific deliverables covered. A note that accompanies the final deliverables must present the resources used for each of the deliverables presented. Time sheets should be submitted as appropriate.

10. CONTRACTUAL DETAILS

A model of the Service Contract is proposed to the successful candidate(s) - see Annex V.

Please note that the general conditions of our standard service contract cannot be modified. Submission of a tender by a potential contractor implies acceptance of this contract and all of the terms and conditions contained therein. It is strongly recommended that you have this draft contract checked and passed by your legal section before committing to submitting an offer.

PART 3 TENDER SPECIFICATION

1. FORMAL REQUIREMENTS

1.1 Address and deadline for submission of the Tender:

You are invited to tender for this project and requested to submit your tender no later than **28th January 2016** either by:

a) **Registered post or express courier**. The postal service's dated stamp or the courier company's printed delivery slip and stamp will constitute proof of compliance with the deadline given above:

or

b) **Hand-delivery** (direct or through any authorised representative of the Tenderer) by **17.00 hours EET (Greek time) on 28th January 2016** at the latest to the address shown below (please, be informed that only delivery during working hours 09:00-17:00 hrs. is accepted). In the case of hand-delivery, in order to establish proof of the date of deposit, the depositor will receive from an official at the below-mentioned address, a receipt which will be signed by both parties, dated and time stamped. Please note that in this case it is the date and time actually received at the ENISA premises that will count.

*All submissions shall be accompanied by an **electronic copy** of the Technical offer including CVs and supporting documents in .pdf format. This electronic copy shall be stored on a physical medium i.e.CD/DVD/USB stick etc.

Please Note: Due to frequent delays encountered with the postal services in Europe, we would **strongly suggest that you use a courier service**. It is important to avoid delays to the programmed Opening and Evaluation dates as this will in turn delay the contract award, thereby affecting project completion dates.

The offer must be sent to one of the following addresses:

Postal Address		Express Courier & Hand Delivery
European Union Agency for Network and Information Security (ENISA) For the attention of: The Procurement Officer PO Box 1309 71001 Heraklion Greece	or	European Union Agency for Network and Information Security (ENISA) For the attention of The Procurement Officer Science and Technology Park of Crete (ITE) Vassilika Vouton 700 13 Heraklion Greece

Please note that late despatch will lead to exclusion from the award procedure for this Contract.

1.2 Presentation of the Offer and Packaging

The offer (consisting of one original and two copies) should be enclosed in two envelopes (inner and outer), both of which should be sealed. If self-adhesive envelopes are used, they should be further sealed with adhesive tape, upon which the Tenderer's signature must appear.

The **outer envelope**, in addition to the above-mentioned ENISA address, should be addressed as follows:

<p>OPEN CALL FOR TENDER NO. ENISA F-COD-16-T05</p> <p>“Public affairs and audio-visual scenario material for ENISA's cyber exercises”</p> <p>(LOT 1 and/or LOT 2)</p> <p>NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE</p> <p>NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 9th FEB 2015 TENDERED BY: <YOUR COMPANY NAME></p>

The **inner envelope** should be addressed as follows:

<p>OPEN CALL FOR TENDER NO. ENISA F-COD-16-T05</p> <p>“Public affairs and audio-visual scenario material for ENISA's cyber exercises”</p> <p>(LOT 1 and/or LOT 2)</p> <p>NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 9th FEB 2015 TENDERED BY: <YOUR COMPANY NAME></p>
--

1.3 Identification of the Tenderer

Tenderers are required to complete the **Legal Entity Form (Annex I)** which must be signed by a representative of the Tenderer authorised to sign contracts with third parties. There is one form for 'individuals', one for 'private entities' and one for 'public entities'. A standard form is provided for each category - please choose whichever is applicable. In addition to the above, a **Financial Identification Form** must be filled in and signed by an authorised representative of the Tenderer and his/her bank (or a copy of the bank account statement instead of bank's signature). A specimen form is provided in **Annex II**. Finally a **Declaration by Authorised Representative (Annex VI)** must also be completed for internal administrative purposes.

The **Legal Entity Form** must be supported by the following documents relating to each Tenderer in order to show its name, address and official registration number:

a) For private entities:

- A legible copy of the instrument of incorporation or constitution, and a copy of the statutes, if they are contained in a separate instrument, or a copy of the notices of such constitution or incorporation published in the national or other official journal, if the legislation which applies to the Tenderer requires such publication.
- If the instruments mentioned in the above paragraph have been amended, a legible copy of the most recent amendment to the instruments mentioned in the previous indent, including that involving any transfer of the registered office of the legal entity, or a copy of the notice published in the relevant national or other official journal of such amendment, if the legislation which applies to the Tenderer requires such publication.
- If the instruments mentioned in the first paragraph have not been amended since incorporation and the Tenderer's registered office has not been transferred since then, a written confirmation, signed by an authorised representative of the Tenderer, that there has been no such amendment or transfer.
- A legible copy of the notice of appointment of the persons authorised to represent the Tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication.
- If the above documents do not show the registration number, a proof of registration, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number.
- If the above documents do not show the VAT number, a copy of the VAT registration document, where applicable.

b) For Individuals:

- A legible copy of their identity card or passport.
- Where applicable, a proof of registration, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number.
- If the above documents do not show the VAT number, a copy of the VAT registration document, where applicable.

c) For Public Entities:

- A copy of the resolution decree, law, or decision establishing the entity in question or failing that, any other official document attesting to the establishment of the entity.

All Tenderers must provide their Legal Entity Form (Annex I) as well as the evidence mentioned above.

In case of a joint bid, only the co-ordinator must return the Financial Identification form (Annex II).

The Tenderer must be clearly identified, and where the Tender is submitted by an organisation or a company, the following administrative information and documents must be provided:

Full name of organisation/company, copy of legal status, registration number, address, person to contact, person authorised to sign on behalf of the organisation (copy of the official mandate

must be produced), telephone number, facsimile number, VAT number, banking details: bank name, account name and number, branch address, sort code, IBAN and SWIFT address of bank: a bank identification form must be filled in and signed by an authorised representative of each Tenderer and his banker.

Tenders must be submitted individually. If two or more applicants submit a joint bid, one must be designated as the lead Contractor and agent responsible.

1.4 Participation of consortia

Consortia, may submit a tender on condition that it complies with the rules of competition. The 'Consortium Form' (Annex VII) must be completed and submitted with your offer.

Tenderers submitting joint bids shall describe how their cooperation will be organised in order to perform the tasks specified in the Technical Specifications or Terms of Reference.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. Such a grouping (or consortia) must specify the company or person heading the project (the leader) and must also submit a copy of the document authorising this company or person to submit a tender. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria (*Articles 2 and 3 below*). Concerning the selection criteria "technical and professional capacity", the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

The selection criteria for economic and financial capacity will be assessed in relation to each economic operator individually. However, economic and financial criteria that shall be achieved above a certain minimum threshold (as specified in the selection criteria mentioned below) will be assessed in relation to the consortium or group of companies as a whole.

1.5 Subcontracting

Any intention to subcontract part of the contract must be clearly stated by the Tenderer in their technical offer and by completing Annex VIII 'Subcontractors form'. Tenderers must indicate the maximum percentage of the contract they intend to subcontract and the identity of those subcontractors they intend to work with whose intended share of the contract is above 10% of the total contract amount, and clearly state the nature of their links to those subcontractors.

Offers involving subcontracting will be assessed as follows:

- The exclusion criteria (see article 2.1 below) of all identified subcontractors whose intended share of the contract is above 10% will be assessed. The 'Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest' included as Annex III, duly signed and dated, stating that the subcontractor is not in one of the exclusion situations, must be provided by each identified subcontractor.

- Where the Tenderer relies on the economic, financial, technical and professional capacity of the identified subcontractor(s) to meet the selection criteria, subcontractors shall be treated as if they were partners in a consortium or a group of companies for the purposes of the evaluation of the selection criteria, and therefore, they shall provide proof of economic, financial, technical and professional capacity as well (see articles 3.1 to 3.3 below).

The sub-Contractor must not sub-contract further.

If the identity of the subcontractor is not known at the time of submitting the tender, the Tenderer who is awarded the contract will have to seek ENISA's prior written authorisation before entering into a sub-contract.

Where no subcontractor is given, the work will be assumed to be carried out directly by the bidder.

1.6 Signatures of the Tender

Both the technical and the financial offer must be signed by the Tenderer's authorised representative or representatives (preferably in blue ink).

1.7 Total fixed price

A total fixed price expressed in Euro must be included for each LOT in the Tender. The contract prices shall be firm and not subject to revision.

1.8 Language

Offers shall be submitted in one of the official languages of the European Union (preferably in English).

1.9 Opening of the Tenders

The public opening of received tenders will take place on **9th February 2016 at 10:30am** at ENISA Building, Science and Technology Park of Crete, GR - 70013 Heraklion, Greece.

A maximum of one legal representative per participating Tenderer may attend the opening session. Tenderers shall inform the Agency in writing via email to procurement@enisa.europa.eu of their intention to attend, at least 48 hours prior to the opening session.

2. GROUNDS FOR EXCLUSION OF TENDERERS

2.1 Reasons for Exclusion

In line with Articles No.106, 107, 109(1) of the European Parliament and of the Council Regulation No 966/2012 of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002; candidates or Tenderers shall be excluded from participation in a procurement procedure if:

- a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or
- b) Are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) They have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- d) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- e) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- f) They have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- g) Following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Tenderers must certify that they are not in one of the situations listed in point 2.1 (see Annex III: Exclusion criteria and non-conflict of interest form). If the tender is proposed by a consortium this form must be submitted by each partner.

2.2 Other reasons for not awarding the Contract

Contracts may not be awarded to Candidates or Tenderers who, during the procurement procedure:

- a. Are subject to a conflict of interest;
- b. Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;
- c. Any attempt by a Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or ENISA during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his offer and may result in administrative penalties.

See last paragraph point 2.1.

2.3 Confidentiality and Public Access to Documents

In the general implementation of its activities and for the processing of tendering procedures in particular, ENISA observes the following EU regulations:

- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;
- Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data;
- Regulation (EC) No. 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

3. SELECTION CRITERIA

The following criteria will be used to select the Tenderers. If the Tender is proposed by a consortium these criteria must be fulfilled by each partner.

Documentary evidence of the Tenderers' claims in respect of the below-mentioned criteria is required.

3.1 Professional Information

The Tenderer must provide evidence of enrolment (declaration or certificates) in one of the professional or trade registers, in the country of establishment.

3.2 Financial and Economic Capacity

Proof of financial and economic standing shall be furnished by the following documents and minimum requirements:

- a) Copy of the financial statements (balance sheets and profit and loss accounts) for the last two (2) financial years for which accounts have been closed, where publication of the accounts is required under the company law of the country in which the economic operator is established. In case of a consortium, each consortium member shall present their financial statements.

If the Tenderer is not obliged to publish its accounts under the law of the state in which it is established, a copy of audited accounts for the last two (2) financial years should be presented. In case of a consortium, audited accounts for each consortium partner shall be presented.

- b) A statement of the average turnover of the last two (2) financial years for which accounts have been closed.
- c) If Tenderers will call on the competences of another entity (for example, a parent company), a written undertaking by the said entity certifying that it will make available to the Tenderers the resources required to implement the contract.

If for some exceptional reason which the Contracting Authority considers justified, the Tenderer is unable to provide the documentary evidence requested above, he may prove his economic and financial capacity by any other means which the Contracting Authority considers appropriate, but only following a request for clarification before the tender expiry date.

3.3 Technical and professional capacity

The following applies to LOTS 1 and 2 identically:

Evidence of the technical and professional capacity of the Tenderers shall be furnished on the basis of the following documents:

- A curriculum vita of the Tenderer, as well as of all members of the Tenderer's team, has to be included, in which the Tenderer shall refer to the skills and experience required (in line with Part 2 – Art 1.4 for LOT 1, Art 2.4 for LOT 2 - Expected Skills);
- Their technical knowledge and experience in the relevant technical areas (including references to projects similar to the one proposed by this tender);
- Their management capability (including, but not limited to, project management in a European context and quality assurance).

4. AWARD CRITERIA

The following award criteria apply to LOTS 1 and 2 identically:

4.1 Quality of the Offer

Once the Tenderer has demonstrated the appropriate capacity to perform the Contract on the grounds of the selection criteria, the offer will be assessed on the basis of the award criteria.

No	Qualitative award criteria		Weighting (max. points)
1.	Technical compliance	Compliance with the technical descriptions (part 2 of this document)	20/100
2.	Quality and accuracy of content and structure	Quality of the proposal and accuracy of the description to provide the requested services	30/100
3.	Project Team	Composition of project team (ratio senior/juniors), relevant experience of the team, work flows and review cycles of the output, direct involvement of senior staff, and distribution of tasks amongst experts; quality reviews of deliverables	30/100
4.	Methodology	Selected methodology and project management	20/100
Total Qualitative Points (QP)			100

Minimum attainment per criterion

Offers scoring less than 50% for any criterion will be deemed to be of insufficient quality and eliminated from further consideration.

Minimum attainment overall

Offers scoring less than 60% after the evaluation process will be considered to be of insufficient quality and eliminated from the following phase.

The sum of all criteria gives a total of 100 points. The respective weighting between the different awards criteria depends on the nature of the services required and is consequently closely related to the terms of reference. The award criteria are thus quantified parameters that the offer should comply with. The **qualitative award criteria** points will be weighted at **70%** in relation to the price.

4.2 Price of the Offer

Tenders must state a total fixed price in Euro. Prices quoted should be exclusive of all charges, taxes, dues including value added tax in accordance with Article 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities. Such charges may not therefore be included in the calculation of the price quoted.

ENISA, in conformity with the Protocol on the Privileges and Immunities of the European Community annexed to the Treaty of April 8th, 1965, is exempt from all VAT.

Offers exceeding the maximum price set in Part 2; Article 1.8 for LOT 1; Article 2.8 for LOT 2 will be excluded. The cheapest offer will receive the maximum points and the rest of the candidate's offers will be awarded points in relation to the best offer as follows

$$PP = (PC / PB) \times 100$$

Where;

- PP** = Weighted price points
PC = Cheapest bid price received
PB = Bid price being evaluated

5. AWARD OF THE CONTRACT

The contract for each Lot will be awarded to the offer which is the most cost effective (offers the best value for money) which obtains the highest number of points after the final evaluation on the basis of the ratio between the **quality criteria (70%) and the price (30%)**. The following formula will be used:

$$TWP = (QP \times 0.7) + (PP \times 0.3)$$

Where;

- QP** = Qualitative points
PP = Weighted price points
TWP = Total weighted points score

In case the successful Tenderer is unable to sign the contract for any reasons, the Contracting Authority reserves the right to award the contract to other Tenderers as per the ranking order established following the evaluation procedure.

6. PAYMENT AND STANDARD CONTRACT

Payments under the Service Contract shall be made in accordance with article I.5 of the Special Conditions and article II.4.3 of the General Conditions (see Annex V)

In drawing up their bid, the Tenderer should take into account the provisions of the standard contract which include the “General terms and conditions applicable to contracts”

7. VALIDITY

Period of validity of the Tender: 90 days from the closing date given above. The successful Tenderer must maintain its Offer for a further 220 days from the notification of the award.

8. LOTS

This Tender is divided into two Lots.

- **LOT 1** – *Exercise scenario audio-visual material development*
- **LOT 2** – *Media and public affairs scenarios support before and during the exercise execution*

9. ADDITIONAL PROVISIONS

- Changes to tenders will be accepted only if they are received on or before the final date set for the receipt of tenders.
- Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded.
- No information of any kind will be given on the state of progress with regard to the evaluation of tenders.
- All documents submitted by Tenderers will become property of ENISA and will be regarded as confidential.

10. NO OBLIGATION TO AWARD THE CONTRACT

Initiation of a tendering procedure imposes no obligation on ENISA to award the contract. Should the invitation to tender cover several items or lots, ENISA reserves the right to award a contract for only some of them. ENISA shall not be liable for any compensation with respect to Tenderers who's Tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

11. DRAFT CONTRACT

A Service Contract will be proposed to the selected candidate for each LOT. A draft copy of which is included as Annex V to this tender.

Please note that the general conditions of our standard service contract cannot be modified. Submission of a tender by a potential contractor implies acceptance of this contract and all of the terms and conditions contained therein. It is strongly recommended that you have this draft contract checked and passed by your legal section before committing to submitting an offer.

12. SPECIFIC INFORMATION

12.1 Timetable

The timetable for this tender and the resulting contract(s) is as follows:

Title: **“Public affairs and audio-visual scenario material for ENISA's cyber exercises”**

ENISA D-COD-16-T05

Summary timetable comments

Launch of tender - Contract notice to the Official Journal of the European Union (OJEU)	By 8th December 2015	
Deadline for request of information from ENISA	21 st January 2016	
Last date on which clarifications are issued by ENISA	22 nd January 2016	
Deadline for submission of offers	28th January 2016	in case of hand-delivery (17:00 local time. This deadline is fixed for the receipt of the tender in ENISA's premises)
Opening of offers	9th February 2016	At 10:30 Greek time
Date for evaluation of offers	TBA	At 10:00 Greek time
Notification of award to the selected candidate and 10 day standstill period commences	late February 2016	Estimated
Contract signature	Early March 2016	Estimated
Commencement date of activities	As per tender	Estimated
Completion date of activities	As per tender	Estimated

ANNEX I

Legal Entity Form

The specific form, for either a;

- a) public entity,
- b) private entity or
- c) individual entity,

is available for download in each of the 24 official languages at the following address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Please download the appropriate form, complete the details requested and include in your tender offer documentation.

ANNEX II

FINANCIAL IDENTIFICATION FORM

- SAMPLE FOR THE TENDERER -

(to be completed by the Tenderer)

The Tenderer's attention is drawn to the fact that this document is a sample only, and a specific form in each of the 24 official languages is available for download at the following address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf

ACCOUNT NAME

ACCOUNT NAME

ADDRESS

TOWN/CITY

POSTCODE

COUNTRY

The name or title under which the account has been opened and not the name of the account holder

CONTACT

TELEPHONE

FAX

E-MAIL

BANK

BANK NAME

BRA NCH ADDRESS

TOWN/CITY

POSTCODE

COUNTRY

ACCOUNT NUMBER

IBAN

if the IBAN Code (International Bank Account Number) is applied in the co untry where your bank is situated

REMARKS:

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE
(Bank obligation)

DATE + SIGNATURE OF ACCOUNT HOLDER
(Obligation)

ANNEX III

DECLARATION OF HONOUR ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

(Complete or delete the parts in grey italics in parentheses) [Choose options for parts in grey between square brackets]

The undersigned *(insert name of the signatory of this form)*:

in *[his][her]* own name *(for a natural person)*

or

representing the following legal person: *(only if the economic operator is a legal person)*

Full official name:

Official legal form:

Full official address:

VAT registration number:

➤ declares that *[the above-mentioned legal person][he][she]* is not in one of the following situations:

a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;

c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;

d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;

e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;

➤ is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

➤ *(Only for legal persons other than Member States and local authorities, otherwise delete)*

declares that the natural persons with power of representation, decision-making or control⁶ over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

➤ declares that *[the above-mentioned legal person][he][she]*:

⁶ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
- h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
- j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;

➤ acknowledges that *[the above-mentioned legal person][he][she]* may be subject to administrative and financial penalties⁷ if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the Tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

.....
Full name

.....
Signature

.....
Date

⁷ As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

ANNEX IV

FINANCIAL OFFER:

“Public affairs and audio-visual scenario material for ENISA's cyber exercises”

ENISA D-COD-16-T05

Please provide your financial lump sum offer for **LOT 1 and/or LOT 2**

LOT Description:	Number of 'Person days' required for completion of project.	Your OFFER
LOT 1 - Exercise scenario audio-visual material development. <i>Please provide your lump sum price for the total deliverables.</i>	P/Days	€
LOT 2 - Media and public affairs scenarios support before and during the exercise execution <i>Please provide your lump sum price for the total deliverables.</i>	P/Days	€

Print name: <i>(of the Tenderer or authorised representative)</i>	Signature:	Date:
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ANNEX V

Model Service Contract template

(See attached file)

ANNEX VI

ADMINISTRATIVE IDENTIFICATION AND DECLARATION FORM:

IDENTIFICATION OF THE TENDERER	
Name of Tenderer <i>(in full)</i>	
Legal form of Tenderer <i>(e.g. SA)</i>	
Date and country of registration	
Registration number	
VAT number	
Registered office address	
Administrative address <i>(if different to above)</i>	
Name of contact person	
Position <i>(e.g. Manager)</i>	
Telephone number	
e-mail address	
Website	

DECLARATION BY AUTHORISED REPRESENTATIVE OF TENDERER ⁸	
<i>I, the undersigned, certify that the information given in this tender is correct & that the tender is valid.</i>	
First name	
Last name	
Title <i>(e.g. Mr, Mrs, Dr, Professor.)</i>	
Position <i>(e.g. Director)</i>	
Telephone number	
e-mail address	

SIGNATURE: **DATE:**

⁸ Must be a legally constituted representative of the tendering entity otherwise the tender signature is invalid
D-COD-16-T05 Public affairs and audio-visual scenario material for ENISA's cyber exercises

ANNEX VII Consortium form

Name of tenderer:

Form of the Consortium: (Please cross the relevant box)

Permanent: Legally established: Ad-hoc: specifically for this tender:

	Name(s)	Address
Leader of the Consortium (<i>person authorised to conclude contract</i>)		
Partner 1		
Partner 2*		

* add additional lines for partners if required. **Note that a subcontractor is NOT considered to be a partner.**

We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the leader is authorised to bind, and receive instructions for and on behalf of, each partner, that the performance of the contract, including payments, is the responsibility of the leader, and that all partners in the consortium are bound to remain in the consortia for the entire period of the contract's performance.

	Signature:	Date:
Leader of consortium		
<i>Partner 1</i>		
<i>Partner 2</i>		
<i>Partner 3...etc.</i>		

ANNEX VIII Subcontractors form

	Name(s)	Address
Tenderer (person authorised to sign contract)		
Sub-contractor 1		
Sub-contractor 2*		

* add additional lines for subcontractors if required.

As subcontractors for this tender, we confirm that we are willing to perform the tasks as specified in the tender documentation.

	Signature:	Date:
<i>Tenderer</i>		
<i>Subcontractor 1</i>		
<i>Subcontractor 2</i>		
<i>Subcontractor 3</i> <i>...etc.</i>		

ANNEX IX Document CHECKLIST

WHAT MUST BE INCLUDED IN THE TENDER SUBMISSION:

PLEASE TICK EACH BOX AND RETURN THIS CHECKLIST

TOGETHER WITH YOUR OFFER

- 1 **Technical Offer (for each LOT - including an *electronic copy*)**
- 2 **Professional information (see Part 3 – Article 3.1)**
- 3 **Proof of financial and economic capacity (see Part 3 – Article 3.2)**
- 4 **Proof of technical and professional capacity (see Part 3 – Article 3.3)**
- 5 **Legal Entity Form⁹ (Annex I) signed and dated**
- 6 **Financial Identification Form¹⁰ (Annex II) signed and dated**
- 7 **Declaration on Honour on exclusion criteria (Annex III) signed and dated**
- 8 **Financial Offer (Annex IV) signed and dated**
- 9 **Administrative ID & Declaration form (Annex VI) signed and dated**
- 10 **Consortium form (Annex VII) signed and dated - if applicable**
- 11 **Subcontractors form (Annex VIII) signed and dated - if applicable**

****The Tenderers' attention is drawn to the fact that any total or partial omission of documentation requested may lead the Contracting Authority to exclude the tender from the rest of the procedure.***

Print name:

Signature:

Date:

(of the Tenderer or authorised representative)

⁹ If you have provided a Legal Entity form to ENISA within the previous 12 months maximum and no details have changed in the meantime, then you may provide a photocopy of this previous form.

¹⁰ If you have provided a Financial Identification form to ENISA within the previous 12 months maximum and no details have changed in the meantime, then you may provide a photocopy of this previous form.